

# Impact Procedures

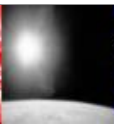
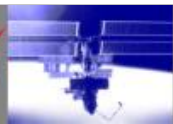
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# US PODF Pre-Increment Baseline Process to include Impact Procedures

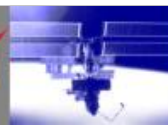


## ◆ Development

- ◆ Procedure author or POIC Safety identifies possible Impact Procedure as early as possible (initial manifesting/PTP/SDP Review)
- ◆ Procedure author coordinates with the affected partner throughout the procedure development process.

## ◆ Baseline

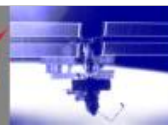
- ◆ Procedure Author submits Impact procedures via the ECR process (POH Vol 1 SOP 9.6).
  - ✦ procedures delivered to the IPV ECR Review library
  - ✦ email associated files for baselining to CM including a statement that some/all procedures are Impact ([ESA-PODF@eas.int](mailto:ESA-PODF@eas.int) or [SSIPC-JOMO@jaxa.jp](mailto:SSIPC-JOMO@jaxa.jp) )
  - ✦ specifies IP (to include JSC) that's to be added as additional mandatory reviewers
  - ✦ ECR plus procedures are emailed to the IP
  - ✦ nominal “review time” is 2 weeks (entire ECR process completion time is generally around 4-6 weeks but may vary)





# US PODF Real-Time Procedure Update Process to include Impact Procedures

- ◆ **Initiate Change** (SOP 5.3 POH Vol II)
  - ◆ Procedure changes submitted via MSFC internal change process (OCR)
    - ✦ Review time based on urgency of needed procedure(s)
  - ◆ Initiator works comments as they're received
- ◆ **Prepare IFN** (Generic OIP 5.2.2 – called out in SOP 5.3)
  - ◆ PODF Support (or other designated position for MSFC) will prepare IFN containing updated procedure(s)
- ◆ **Submit and Review IFN**
  - ◆ IFN submitted in Flight Note System
    - ✦ Review time based on urgency of needed procedure(s)
  - ◆ Designated FCT(s) will review IFN per their own internal review process (J-Flight or COL Flight)
  - ◆ Reviewing FCT(s) will submit comments to the IFN
  - ◆ Initiator works comments as necessary to the satisfaction of all on the review team
- ◆ **Final Approve and Uplink IFN**
  - ◆ FCTs “concur” on the IFN
  - ◆ PODF Support will coordinate the procedure uplink per the standard uplink process





# Impact Procedure Understanding

## ◆ Criteria for deciding if a procedure is Impact:

- ◆ Procedure uses another IP's resources (data, power, cooling, etc)
- ◆ Procedure uses another IP's hardware/capabilities (MELFI, HRF, UOP/SUP, etc)
- ◆ Procedure has embedded steps from an IP procedure

***\* Note: Both Partners must agree that a procedure should be deemed Impact.***

## ◆ Notification System for Reviews

- ◆ Pre-Increment should follow the standard baselining process of the partner authoring the procedure.
  - ✦ MSFC currently uses an ECR Email system for baselining Pre-Increment
- ◆ Real-time will use the Internal Flight Note (IFN) system

## ◆ Review Time

- ◆ MSFC Pre-Increment ECR review is generally 2 weeks
- ◆ Real-time varies depending upon time criticality

